



ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL
Dorset Road, Christchurch, Dorset, BH23 3DA
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Privacy Notice for Governors of St Joseph's Catholic School

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about the **governors** of the school.

We, St. Joseph's Catholic Primary School, Dorset Road, Christchurch, Dorset BH23 3DA are the 'data controller' for the purposes of data protection law.

Our data protection officer is Amanda Flack (see 'Contact us' below).

The personal data we collect and hold

We collect and process the following categories of personal information about you:

- **Personal details:** name, title, date of birth, gender, national insurance number
- **Contact information:** home address, telephone numbers, personal email address
- **Identity verification:** copies of identification documents (e.g., passport, driving licence)
- **Professional information:** employment details, business interests, other trusteeships or governorships
- **Safeguarding information:**
 - DBS certificate number and date
 - Prohibition from teaching check outcomes (where applicable)
 - Section 128 check outcomes
 - Disqualification under the Childcare Act 2006 (where applicable)
 - Right to work in the UK checks (where applicable)
- **Photographs:** including those taken by our electronic visitor system when you sign in
- **Governance information:**
 - Your category of governor (e.g., parent governor, staff governor, co-opted governor)
 - Date of appointment and term of office
 - Committee memberships and roles
 - Attendance at meetings
 - Declarations of pecuniary and business interests
 - Skills audit information
 - Training records
- **Special category data:** where relevant, information about disabilities or health conditions to enable us to make reasonable adjustments

Why we use this data

We use your personal data to:

- Fulfil our legal obligations as a school and governing body
- Meet statutory requirements for maintaining a single central record of pre-appointment checks, as required by Keeping Children Safe in Education
- Publish required information on Get Information About Schools (GIAS) and our school website
- Ensure the effective operation of the governing body
- Comply with employment law and safeguarding duties
- Maintain appropriate governance and accountability
- Ensure the safety and security of the school site through our electronic visitor system

Our lawful basis for using this data

We process your personal data under the following lawful bases:

- **Legal obligation:** We must process your data to comply with legal requirements, including:
 - Maintaining a single central record of safeguarding checks
 - Publishing information on GIAS
 - Complying with safeguarding legislation under the Data Protection Act 2018 and UK GDPR
- **Public task:** Processing is necessary for us to perform our functions as a school and governing body
- **Legitimate interests:** We have a legitimate interest in:
 - Maintaining effective governance
 - Ensuring the safety and security of our school premises through visitor management
 - Keeping accurate records of governor attendance and participation

For special category data (such as health information), we process this under:

- **Substantial public interest:** for equality of opportunity and treatment purposes, to enable us to make reasonable adjustments

Electronic visitor system

When you visit the school, you will be required to sign in using our electronic visitor management system, which will:

- Capture a photograph of you
- Record your name, time of arrival and departure, and purpose of visit
- Generate a visitor badge displaying your photograph

We process this data under our **public task** and **legitimate interests** lawful bases, as we need to ensure the safety and security of everyone on our school site and to meet our health and safety obligations.

Who we share your information with

We are required to share some of your personal information with:

- **The Department for Education (DfE):** We must provide information about governors to the DfE under section 537A of the Education Act 1996. This information is published on Get Information About Schools (GIAS).
- **Ofsted:** During inspections, Ofsted may request access to governance information.

- **Our local authority:** Where applicable, we share information with our local authority for governance support purposes.
- **The Disclosure and Barring Service (DBS):** For safeguarding checks.
- **Our electronic visitor system provider:** This organisation processes data on our behalf under data processing agreements.

We may also share your information with:

- **Legal advisors and auditors:** Where necessary for legal compliance or audit purposes
- **Law enforcement agencies:** Where there is a legal requirement, safeguarding concern, or for the prevention or detection of crime
- **Insurance providers:** In the event of a claim

The Data Protection Act 2018 and UK GDPR do not prevent the sharing of information for the purposes of keeping children safe.

Information published on our website

In line with governance transparency requirements, we publish the following information about governors on our school website:

- Full names
- Category of governor
- Date of appointment and term of office
- Roles and responsibilities (e.g., chair of governors, committee memberships)
- Attendance at governing body meetings
- Relevant business and pecuniary interests

We do not publish your contact details or home address on our website.

How long we keep your information

We retain your personal information in accordance with our data retention schedule:

- **Safeguarding checks (single central record):** Retained for the duration of your time as a governor, plus 6 years
- **Governance records (minutes, attendance, declarations of interest):** Permanently retained as part of the school's historical record
- **DBS certificates:** We do not keep copies of DBS certificates; we only record the certificate number and date on the single central record
- **Electronic visitor system photographs:** Retained for 6 years from the date of your visit

Your rights

Under data protection law, you have rights including:

- **Right of access:** You can request a copy of the personal information we hold about you
- **Right to rectification:** You can ask us to correct inaccurate information
- **Right to erasure:** In certain circumstances, you can ask us to delete your information
- **Right to restrict processing:** You can ask us to limit how we use your information
- **Right to object:** You can object to our processing of your information in certain circumstances

- **Right to data portability:** You can request your data in a portable format

To exercise any of these rights, please contact our school office or our Data Protection Officer.

Please note that some of these rights may be limited where we have a legal obligation to retain or process your information (for example, maintaining the single central record or publishing information on GIAS).

Withdrawal from governance

If you cease to be a governor, we will continue to retain certain information as outlined in the retention schedule above. We will update GIAS and our website to reflect your departure, and we will securely destroy information that is no longer required to be retained.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- Amanda Flack, a.flack@stjosephs.dorset.sch.uk , 01202 485976